



# COORDINATOR HOW TO USE THE AHA SCHOOLS APP

1.

## DOWNLOAD THE AHA SCHOOLS APP!

Search "AHA Schools" in your app store.

Once downloaded, you'll be able to enter your username and password. If you don't already have a username or password, click "Register Now" to sign-up under your school.



2.

## MANAGE YOUR TEAM'S EVENT

You can manage your event entirely from the mobile app.

- View your team members' individual fundraising totals and manage your team
- Email the entire team
- Add students who haven't registered online
- See all undelivered gifts

Easily search and sort the list as needed!

3.

## EXPLORE WHAT ELSE YOU CAN DO

The icons on the side tab will guide you to different options for managing your team's event.

- Show your school's fundraising progress and event details
- Choose messages to send to your supporters. Send via email, social media or text message
- Add offline donations, such as cash and checks. Remember, electronic checks are added automatically

